

## **Proposal Checklist for CDL2003- Beneficial Reuse of Biosolids**

This solicitation is comprised of the following required sections and submittals.  
Please ensure to submit these sections and submittals in your Proposal.

**\*NOTE-This list should be utilized as a guide and may not include all submittals necessary for your Proposal. It is NOT necessary to return this form with your Proposal.\***

	LOCATION	DESCRIPTION
<input type="checkbox"/>	Tab 1a	Complete and <u>Sign</u> Offer Sheet (pages 1-3)
<input type="checkbox"/>	Tab 1b	Sign Addendums (all pages)
<input type="checkbox"/>	Tab 1c	Complete Section 0605- Local Business Presence Identification Form
<input type="checkbox"/>	Tab 1d	Complete Section 0700- Reference Sheet
<input type="checkbox"/>	Tab 1e	Complete Section 0815- Living Wages Contractor Certification
<input type="checkbox"/>	Tab 1f	Complete Section 0835- Nonresident Bidder Provisions
<input type="checkbox"/>	Tab 1g	Complete and <u>Sign</u> Section 0900- MBE/WBE No Goals Form
<input type="checkbox"/>	<b>Tab 1g</b>	<b>If Subcontracting, include MBE/WBE documents and Good Faith Efforts</b>
<input type="checkbox"/>	Tab 2a	Provide full name and address of your company and identify parent company if you are a subsidiary. Indicate whether you operate as a partnership, corporation, or individual. Include the State(s) in which incorporated or licensed to operate. How long has your company been in business?
<input type="checkbox"/>	Tab 2b	Provide names and contact information for key personnel that will be assigned to the awarded Contract.
<input type="checkbox"/>	Tab 2c	Authorized Negotiator: Provide name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
<input type="checkbox"/>	Tab 2d	Provide copies of TCEQ Certifications and permits for land use applications (Class B) as described in the Scope of Work.
<input type="checkbox"/>	Tab 2e	Describe your company's organizational capacity to fulfill the requirements contained within the Scope of Work and Supplemental Purchasing Provisions. Include your company's mission, financial resources, organizational stability, dedicated resources, industrial knowledge, and unique knowledge, skills, and abilities.
<input type="checkbox"/>	Tab 2f	Provide a signed letter, on company letterhead, from the respondent's insurance producer certifying that the respondent is capable of meeting the insurance requirements stated in the Supplemental Purchase Provisions.
<input type="checkbox"/>	Tab 2g	Provide a signed letter (on company letterhead) from the respondent's bonding agent certifying qualification and capability of meeting the bonding requirements given in the Supplemental Purchase Provisions.
<input type="checkbox"/>	Tab 3a	Describe your company's experience, qualifications, and expertise. List all professional and technical organizations for which your company is a member. Highlight any special certifications or qualifications that may be relevant.
<input type="checkbox"/>	Tab 3b	Describe your company's relevant experience providing services described in the Scope of Work. Letters of Recommendation that your company has received may be included.
<input type="checkbox"/>	Tab 3c	Provide names and qualifications of all professional personnel who will be assigned to this project. Identify the project manager and key personnel by name and title, state the primary work assigned to each person, and provide resumes for all personnel that will perform work under the resulting Contract (limit 2 page per person). Do not include the experience of personnel who did not actively participate.

<input type="checkbox"/>	Tab 3d	Provide a statement on company letterhead that the Offeror is in good standing with all relevant licensing and regulatory agencies. If the Offeror is a partnership/joint venture, this information shall be submitted for each partner.
<input type="checkbox"/>	Tab 4a	Provide a comprehensive plan for the beneficial reuse of biosolids. Land application and composting are considered beneficial reuse under the current Hornsby permit. Innovative and alternate methods will be considered for evaluation provided the proposed method is consistent with the goals of the City and meets regulatory requirements. If the Offeror proposes to land apply, the plan shall include provisions listed the Scope of Work, and include a map of the site with buffers, setbacks, and application areas. The plan shall include the location and size of the fields, the timing of the hauling, and a copy of any permits for land application at sites outside of Hornsby. If the Offeror proposes composting, the plan shall include provisions listed in the Scope of Work, and include marketing and distribution methods, the expected end use, source and quantity of supplemental bulking agents.
<input type="checkbox"/>	Tab 4b	Provide a description your existing markets to include diversification markets and the size of your market base. Include how your market strategies change during market supply and demand changes.
<input type="checkbox"/>	Tab 4c	Describe what actions your company can take to stimulate the local economy and support the use of minority and women-owned businesses in your operations, if any.
<input type="checkbox"/>	Tab 4d	Submit a list of all the equipment and the age of the equipment that will be dedicated to the site.
<input type="checkbox"/>	Tab 4e	Submit an odor and dust control plan that includes how complaints will be responded to and what practices and processes will be implemented to rectify such complaints.
<input type="checkbox"/>	Tab 4f	Submit an operations management plan describing how the site will be operated in such a manner to prevent public health nuisances and respond to public complaints in a timely manner. Include the plan to manage and control the daily operations and inventory. Describe the communication plan and onsite interactions.
<input type="checkbox"/>	Tab 4g	Submit a fire prevention plan that shall include how operations will be conducted to lessen the chance of fires, and a response plan in the event a fire begins.
<input type="checkbox"/>	Tab 4h	Submit a spill response plan as it relates to the Scope of Work that details how all spills associated with loading, transporting, land application, incorporation or any use of the biosolids and/or compost will be responded to.
<input type="checkbox"/>	Tab 5a	Assuming a start date of December 1, 2016, provide a Mobilization Schedule.
<input type="checkbox"/>	Tab 5b	Assuming a start date of December 1, 2016, provide a Schedule for processing stored biosolids (estimated 50,000 cubic yard).
<input type="checkbox"/>	Tab 5c	Assuming a start date of December 1, 2016, provide a Schedule for processing belt press biosolids at intervals of 50%, 75%, and 100% of the annual production.
<input type="checkbox"/>	Tab 6	Complete Attachment F- Cost Proposal Form
<input type="checkbox"/>	Tab 7	Complete Attachment G- Purchasing Office Exceptions Form